

Case study



TOP TIPS

- ✓ **Speak to your community about possible sites**
- ✓ **Speak to the Localism Alliance members about possible support**
- ✓ **Contact your council to start the process**

protect
community
assets

Assets of community value

Ilkley Civic Society

Our experience

1. Agree priority list of assets of community value with parish and district councillors.
2. Complete the application forms using local knowledge (this is easy – say 30 minutes per building). The forms are available online, but you will need paper copies to collect signatures. Ensure that a council's criteria are met (see council website).
3. Collect the 21 names and addresses of supporting electors required, you can do this at your civic society/community group meeting. Make sure that everyone provides their correct name as per the electoral roll.
4. Notify the owners, building tenants, employees and any other interested parties (if any) of your intentions, such as friends group or a user group (you want to keep everyone on side).
5. Submit copies of forms as required to the council. Include an annotated map and society/group constitution (and keep copies!).
6. Keep up the focus: chase asset management (or appropriate council division) as necessary. This takes longer than it should as, although the legislation says they should respond within eight weeks, this is usually to achieve within the normal meetings cycle.
7. Ensure that the item is actually on the agenda for the area committee meeting of which you have been notified. The agenda should be online a couple of days before the meeting
8. Get your local district councillors and local MP on side. It is a good way to build connections!
9. Attend and speak in favour at your area committee meeting when the decision is made.
10. Receive formal notice of decision and tell the world you have been successful!

Ilkley Civic Society is an independent voluntary organisation that exists to conserve and promote the character of our unique town. Ilkley Civic Society is a member of Civic Voice.

The
**Localism
Alliance**

The Localism Alliance collectively represents over 200,000 individuals and nearly 10,000 grassroots organisations across England

Civic Voice | NALC | Plunkett Foundation
Supporters Direct | Theatres Trust | TPAS

 @LocalismAll